



National Science Foundation

Rotational Vacancy

ANNOUNCEMENT NO: E20060106-Rotator

OPEN: 05/15/2006

CLOSE: 07/17/2006

ASSOCIATE PROGRAM MANAGER/PROGRAM MANAGER NATIONAL ECOLOGICAL OBSERVATORY NETWORK (NEON)

POSITIONS WILL BE FILLED ON A ONE OR TWO YEAR VISITING SCIENTIST APPOINTMENT, INTERGOVERNMENTAL PERSONNEL ACT (IPA) ASSIGNMENT BASIS, OR FEDERAL TEMPORARY APPOINTMENT.

The National Science Foundation (NSF) is seeking qualified candidates for the position of Associate Program Manager or Program Manager to be filled in the National Ecological Observatory Network (NEON) Program, Division of Biological Infrastructure, Directorate for Biological Sciences, Arlington, VA. **The desired starting date is October 1, 2006.**

DBI supports varied activities that provide the infrastructure for contemporary research in biology. These include research resources and human resources. Support for Research Resources includes databases, the curatorial improvement and computerization of research collections, living stock collections, the purchase of major items of multi-user instrumentation, development of new instrumentation, and improvement of research facilities at biological field stations and marine laboratories. Support for Human Resources includes research experiences for undergraduates (sites), undergraduate mentoring in environmental biology, cross-disciplinary research at undergraduate institutions, and, in selected disciplines, postdoctoral research fellowships. More information about DBI and their programs can be found on their website at

<http://www.nsf.gov/div/index.jsp?div=DBI>.

The National Ecological Observatory Network (NEON) is a continental scale research instrument consisting of geographically distributed infrastructure, networked via state-of-the-art communications. Cutting-edge lab and field instrumentation, site-based experimental infrastructure, natural history archive facilities and/or computational, analytical and modeling capabilities, linked via a computational network will comprise NEON. NEON will transform ecological research by enabling studies on major environmental challenges at regional to continental scales. Scientists and engineers will use NEON to conduct real-time ecological studies spanning all levels of biological organization and temporal and geographical scales. NSF disciplinary and multi-disciplinary programs will support NEON research projects and educational activities. Data from standard measurements made using NEON will be publicly available.

This position may be filled on a one or two year Visiting Scientist Appointment, under the terms of the Intergovernmental Personnel Act (IPA) or as a Federal Temporary Appointment. Temporary and Visiting Scientist appointments will be made under the Excepted Authority of the NSF Act with a current salary range of \$77,353 to \$142,449. For Federal temporary appointments of more than one year, the usual civil service benefits (retirement, health and life insurance) are applicable. For Visiting Scientist appointments, individuals are in a non-pay leave status from his/her home institution and are appointed to NSF's payroll as a Federal employee. NSF withholds Social Security and provides reimbursement to the home institution for fringe benefits. For IPA assignments, the individual remains on the payroll of his/her home institution and the institution continues to administer pay and benefits. NSF reimburses the institution for NSF's negotiated share of the costs. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified nonprofit organizations. The individual remains an employee of the home institution. For more information regarding Visiting Scientist appointments or IPA assignments, visit our website at http://www.nsf.gov/about/career_opps

DUTIES AND RESPONSIBILITIES: The **Associate Program Manager** will be responsible for the planning and administration of the business aspect of construction, maintenance and operation of the NEON facility within the framework of legislation, agency policies, missions, objectives, and resources. The incumbent will work closely with the NEON Program Director and BIO senior management officials on the development and implementation of the NEON facilities oversight program, resolution of questioned costs and system findings, and other construction-related matters. The incumbent works under the direct supervision of the Program Director for NEON, and works closely with the NEON Project Advisory Team members and other NSF staff in all aspects of NEON program activities, including planning, coordination; servicing as the interface with relevant communities; representing NEON on NSF committees; preparing all required documentation for program review and approval; conducting merit review of proposals; preparing funding recommendations for operations, maintenance and related programmatic activities; and overseeing the project.

QUALIFICATIONS REQUIRED: Applicant must have: (1) significant knowledge or experience with large project management; (2) a Ph.D. or equivalent experience in a field of sciences and engineering including biological sciences, physical sciences, environmental sciences, computer science and engineering, and social sciences; and (3) four or more years of successful research, research administration, and/or managerial experience in an area relevant to the NEON program.

DUTIES AND RESPONSIBILITIES: The **Program Manager** will be responsible for the planning and administration of the business aspect of construction, maintenance and operation of the NEON facility within the framework of legislation, agency policies, missions, objectives, and resources. The incumbent will partner with the NEON Program Director and BIO senior management officials on the development and implementation of the NEON facilities oversight program, resolution of questioned costs and system findings, and other construction-related matters. The incumbent works closely with the NEON Project Advisory Team members and other NSF staff in all aspects of NEON program activities, including planning, coordination; servicing as the interface with relevant communities; representing NEON on NSF committees; preparing all required documentation for program review and approval; conducting merit review of proposals; preparing funding recommendations for operations, maintenance and related programmatic activities; and overseeing the project.

QUALIFICATIONS REQUIRED: Applicant must have: (1) significant knowledge and experience with large project management; (2) a Ph.D. or equivalent experience in a field of sciences and engineering including biological sciences, physical sciences, environmental sciences, computer science and engineering, and social sciences; and (3) six or more years of successful research, research administration, and/or managerial experience in an area relevant to the NEON program.

HOW TO APPLY: Applications may be transmitted electronically to rotator@nsf.gov. Individuals may also submit a resume or any application of your choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Blvd., Arlington, VA 22230, Attn: **E20060106-Rotator**. In addition, you are encouraged to submit a narrative statement that addresses your background and/or experience related to the Program. You are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment (the information is used for statistical purposes). Telephone inquiries may be referred to the Executive and Visiting Personnel Branch, at (703) 292-8755. For technical information, contact Dr. Machi F. Dilworth, Division Director, DBI at (703) 292-8470. Hearing impaired individuals may call TDD (703) 292-8044.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.

NATIONAL SCIENCE FOUNDATION
APPLICANT SURVEY

OMB No. 3145-0096
Expiration: 7/31/2005

Vacancy Ann. #: _____ Position Status (temporary/permanent): _____

Position Title/Series/Grade: _____

INSTRUCTIONS

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

PRIVACY ACT INFORMATION

GENERAL - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: _____ 2. Year of Birth: _____

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

- | | |
|---|---|
| 01 - Newspaper (specify) _____ | 10 - Federal, State or local job information center |
| 02 - Contact with NSF Personnel Office
(Agency Bulletin Board or other Announcement) | 11 - State vocational rehabilitation agency or
Veterans Administration |
| 03 - NSF-initiated personal contact | 12 - State employment office |
| 04 - Science Magazine, or other professional journal or magazine
(specify) _____ | 13 - School or college counselor or other official |
| 05 - Affirmative Action Register | 14 - Private job Information service |
| 06 - Attendance at conference, meeting or job fair
(specify) _____ | 15 - Private employment service |
| 07 - NSF recruitment at school or college | 16 - Friend or relative working at NSF |
| 08 - Colleague referral | 17 - Friend or relative not working at NSF |
| 09 - NSF Bulletin | 18 - NSF website |
| | 19 - Internet or other website |
| | 20 - Other (specify) _____ |

4. Select the ethnic category with which you most closely identify:

- A. **Hispanic or Latino.** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- B. **Not Hispanic or Latino.**

5. Select one or more racial category with which you most closely identify:

- A. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.
- B. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- C. **Black or African American.** A person having origins in any of the black racial groups of Africa.
- D. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- E. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

6. Sex (Circle the appropriate letter.) F - Female M - Male

7. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis;
6. Complete paralysis; 7. Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs
and/or spine; 11. I have a disability but it is not listed.

FOR AGENCY USE

Agency Code: _____

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER